



JOB DESCRIPTION

Position Title: **Senior Planner**

Class Code: 5303

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Professional work involving the review and administration of plans and programs for the physical development of Seminole County.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Assists in the development and implementation of the Comprehensive Plan, and the accomplishment of special projects. Conducts research and analysis of current physical development problems and issues facing local government and provides alternatives for solutions to development problems.

Serves as project coordinator for major Projects. Assists in the review and hiring of consultants needed to implement project goals and objectives. Coordinates with other departments, divisions, committees the Regional Planning Council and various state agencies.

Assists in the establishment, abolition, or revision of ordinances, rules, regulations, capital improvement schedules, and other implementation methods for comprehensive planning and general county development.

Prepares and presents written and oral reports for the Board of County Commissioners, other governmental officials, community, and other special interest groups and individuals.

Represents the department and County as a member of committees and study teams designated by the department director and the Board of County Commissioners.

Implements and assists in developing and reviewing research, analysis and interpretation of data. Performs review of development proposals and programs.

Confers and coordinates with civic leaders, government officials, industrialists, educators, financiers, citizen and other interested groups and individuals in order to obtain factual basis for planning projects and studies.

Initiates and effectively recommends for final approval by the Department Director, hiring, termination, performance evaluation, disciplinary and commendatory action for assigned employees.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Considerable knowledge of the principles and practices as applied to the collection of planning data and preparing comprehensive planning reports and studies. Knowledge of local, state, and federal regulations pertaining to city and county planning issues, regulations, grants and programs. Knowledge of statistics, graphics, and basic research methods employed in assimilating, compiling, evaluating, and presenting information and recommendations. Knowledge of local government operations with particular reference to county administration.

Considerable ability to develop, plan, and participate in research and planning projects. Ability to analyze and interpret complex data, present information, ideas, and recommendations clearly and succinctly in written and oral form. Ability to establish and maintain an effective working relationship with agencies, groups, and individuals associated with planning issues. Ability to communicate effectively both orally and in writing, and make presentations before large and small groups. Ability to exercise considerable initiative and work independently to accomplish assigned duties.

Master's Degree in Planning, and one (1) year of local government planning experience.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is a combination of office and fieldwork. Most office duties are performed working at a desk, table or workstation. Fieldwork may require walking or standing for prolonged periods of time.